



# The City Of San José Invites Your Interest For The Position Of Finance Division Manager, Accounting







## THE COMMUNITY

San José is the 10th largest city in the United States and is recognized as the capital of the world's center for innovation. Home to a diverse population of over 1 million, it is the heart of cultural, government and economic activity for the entire region. San José is the residential and commercial center of the Silicon Valley where some of the brightest and most creative talents call home. Since its founding in 1777 and subsequent incorporation in 1850, San José has been a leader and committed to remaining a top ranked place to live, work and do business.

San José is ranked as one of the safest big cities in America with an admirable public safety record that consistently surpasses metropolitan areas throughout the country. The City serves as headquarters for such industry leaders as Adobe, Cisco, eBay, and Xilinx and new start ups in green technology and bio tech. The region's residents also enjoy access to outstanding academic institutions such as San Jose State University, Santa Clara University, Stanford University, and University of California at Berkeley, along with more than 30 community colleges and training centers.

With 52 languages spoken in the community, the City is proud of the cultural and ethnic diversity of its population and workforces and the

### *Finance Department Mission*

*"to manage, protect and report on the City of San Jose's financial resources to enhance the City's financial condition for our residents, businesses and investors."*

rich cultural identity of its many neighborhoods. San José has approximately 200 neighborhood associations. Numerous nonprofits and faith based organizations work to enhance the level of service to the community. In addition, a system of 19 school districts works collectively to elevate San José's community policing activities through a successful City-Schools Collaborative.

## CITY GOVERNMENT

The City of San José is a full service Charter City and operates with a Council-Manager form of government.

Ten full-time Council Members are elected by district on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at large and serves up to two four-year terms. The Mayor and City Council are responsible for the policy and budget leadership of the City. Citizens are actively engaged through Council appointed Boards and Commissions. There are five Charter Officers – the City Manager, City Attorney, City Auditor, City Clerk, and Independent Police Auditor. Department directors are

positions and a total budget of \$2.8 billion for the current 2010-2011 fiscal year. San José enjoys a reputation for being an excellent steward of public funds and maintains the highest general credit rating (AA+) of any major California city with two of the three national credit rating agencies. The third, Standard and Poor's, categorizes San José as an AAA municipality, the highest credit rating achievable.

To learn more about the City of San José, visit the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE FINANCE DEPARTMENT

The Finance Department has five divisions: Accounting, Administration, Purchasing, Revenue Management and Treasury and 116.5 authorized positions. The Finance Department works in partnership with the departments of Human Resources, General Services, Information Technology, Public Works, Redevelopment and Retirement as the Strategic Support City Service Area (CSA) to effectively develop, manage and safeguard the City's fiscal, physical, technological and human resources to enable and enhance the delivery of City services and projects.

appointed by the City Manager with confirmation by the City Council.

City operations are supported and supported by 5,840





## THE POSITION

The Accounting Division Manager will manage and lead the Accounting Division of the Finance Department under the general direction of the Assistant Director of Finance. The Accounting Division Manager plans, organizes, and directs the functions of Payroll, Accounts Payable, Financial Reporting and Specialized Accounting with 33 direct and indirect reports. The Division Manager is responsible for providing technical expertise and coordination of disbursement and financial reporting activities to other City departments; reviewing payroll, accounts payable and financial reporting processing; preparing financial reports according to federal and state rules, regulations and laws, City policies and procedures, and generally accepted accounting principles; resolving discrepancies or procedural problems and responding to program administration and/or program delivery questions ensuring necessary follow-up occurs; conferring with and advising staff by providing problem solving assistance, answering questions and interpreting program goals and policies; recommending proposed changes to the City's Municipal Code related to the City's

Accounting functions based on changes to the City's processes, legal or legislative changes; and preparing/coordinating reports and memos to the Public Safety, Finance, and Strategic Support Committee and City Council.

The Division Manager sets and achieves core performance goals and implements strategies for making data-driven decisions and service improvements. Existing resources should be used to their utmost potential in order to increase service levels and/or provide additional services to customers. The Division Manager should also be capable of developing viable financial strategies and operating the Division within cost projections and budget.

The Division Manager reports to the Assistant Director of Finance. The incumbent may periodically be required to represent the Finance Department at various public committees and City Council meetings. The Division Manager will be expected to partner with other City departments and collaborate with other stakeholders within and outside of the City organization toward the successful accomplishments of organizational goals and objectives.

## IDEAL CANDIDATE PROFILE

### Education and Experience

The successful candidate must have significant public agency accounting experience. A Bachelor's degree in accounting, business administration, finance, or a relevant field is required; Master's degree and CPA designation is preferred. Six years of increasingly responsible experience in senior level financial management work in the area of disbursements and/or financial reporting in a government agency, including three years of supervisory experience is preferred. Experience as a consultant to local governments in the area of auditing and/or financial management is acceptable.

Ideal candidates will be well rounded public finance professionals with in-depth knowledge and experience in local government accounting or public sector auditing. Candidates who seek a dynamic and progressive environment where high expectations are the standard, and who can capably balance numerous priorities will find San José's team oriented culture to be a good fit. Excellent verbal and written communication skills, with the proven ability to translate complex financial information in lay terms is essential. The ideal candidate is a professional who can successfully manage and lead teams while fostering

staff development through mentoring, coaching, encouraging and training.

### Professional Attributes

Along with the previously mentioned qualifications and characteristics, the candidate selected for the position will exhibit the following professional attributes:

- Subject matter expert on financial reporting and disbursement;
- Skilled problem solver who understands community priorities as well as internal customer needs;
- Able to effectively and persuasively communicate a vision for the Accounting Division;
- Knowledgeable regarding the processes, principles and practices of public agency financial reporting, budgeting and accounting systems;
- Exhibits excellent management skills and demonstrates success at motivating staff and maximizing productivity;
- Possesses a track record of significant accomplishments including change management initiatives







and success in building the bench in staff resources;

- Calculated risk taker who champions breakthrough programs, ideas, processes, and services that will positively contribute to the organization's success;
- Experience and sensitivity toward interacting and contributing within a community of multi-cultural, multi-ethnic and socio-economic diversity; be experienced in and supportive of diversity in the workplace;
- Strong oral and written communication skills; persuasive, straightforward, honest and proactive in providing information on sensitive issues and able to maintain confidentiality on confidential matters;
- Is flexible, unbiased and has a strong sense of ethics – both personally and professionally;
- Takes ownership of problems and embraces a solution-oriented approach;
- Genuinely compassionate and interested in employees; recognizes accomplishments; commits to employee development; is willing to delegate to section managers; mentors staff; takes responsibility and accountability for the performance of the Division;
- Consensus builder approach who is decisive whenever necessary;
- Develops the trust and respect of the City's many stakeholders, the community, elected officials, peers, other managers and staff.

### COMPENSATION AND BENEFITS

The salary range for this position is **\$91,334 - \$139,449** (reflects FY2010-11 5.4% temporary reduction). Executive management employees are also being granted additional paid time off for FY 2010-11. The City provides an excellent array of benefits that currently includes the following:

- Retirement – 2.5% @ 55 formula utilizing single highest year – full reciprocity with CalPERS (the City currently contributes 29.59% and the employee currently contributes 10.3%).
- City pays 85% of the lowest cost health insurance premium for family coverage.
- City pays 100% of the lowest cost dental insurance plan for family coverage. If another plan is selected, the City pays 95% and the employee pays 5% of plan cost.

- Life Insurance equal to two times annual salary
- Generous vacation, executive leave and holiday package
- Voluntary 457 (b) Deferred Compensation Plan
- Voluntary tax deferred medical and dependent savings plans
- Accident insurance, long-term disability insurance, vision care plan, and an employee assistance program are also available

### APPLICATION AND SELECTION PROCESS

**The final filing date is Monday, November 1, 2010.** To be considered for this exceptional career opportunity, submit a cover letter with current salary, resume, and a list of five professional references to:



*The City of San José is an Equal Opportunity Employer*



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